Course Title: Confronting Issues with Your Managers

Dates/Hour/Location: 15 March 05, Bldg 1520,0800-1600

Course length: 1 Day

Registration Deadline: 1 March 05

Cost: $100.00

Vendor/Address: Frederick Community College/JTA Customized Training, 7932 Opossumtown Pike, Frederick, MD 21702

Course Overview:
Your Company Benefits When:
♦ Employees can effectively communicate with management
♦ Issues are dealt with swiftly
♦ Lines of communication are open & flow top-to-bottom and vice versa

Difficulties with management can quickly reduce or bring productivity to a standstill. Confronting Issues with Your Manager provide participants with skills to approach management in a style suitable to achieving effective communication and resolution.

Results
♦ Understand corporate culture
♦ Identify appropriate means/lines of communication
♦ Develop techniques for broaching issues
♦ Learn to present issues for resolution

Target Audience: All Employees

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or E-Mail: USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32,

33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37.   Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:
Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).